

Service eQuotes

Users with eQuote permissions within the NC E-Procurement Service can now create eQuotes for services. When entering eQuote line item information, users will now see a Good/Service indicator. Changing this field to indicate the item is a service line item will communicate the proper information to the vendor and NC E-Procurement.

1. Create an eRequisition and click the **'eQuote'** button on the **'Add Items'** page.
2. Enter the eQuote line item description and set **'Qty'** to 1.
3. Using the **'Unit'** drop down menu, select either **'Dollar'** or **'Hour'** depending on the type of service.

Note: **'Dollar'** should be selected for non-blanket services. **'Hour'** should be selected for blanket services.

4. Click the **'Service'** radio button.

Note: An error message will display if the **'Service'** radio button is selected and the **'Unit'** field is not set to **'Dollar'** or **'Hour'**.

5. Complete the remaining eQuote steps and click **'Submit'**.

Line Item Details

No.:	1
Description:	computer maintenance
Qty:	1,000
UOM:	dollar
Commodity Code:	939-27 - Copy Machine Maint...
Price:	\$1.00USD
Tax Rate:	Other
Tax Amount:	\$0.00USD
Other Costs:	\$0.00USD
Supplier:	DELL - NON-CATALOG ONLY
Location:	Dell Lease [select]
Recycled Content?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Item Classification:	Service
Contract:	No
Blanket Purchase?	No

'UOM' and 'Item Classification' are not editable.

The 'Blanket Purchase' indicator automatically updates based on the 'Unit' selected in the eQuote.

6. Once the eQuote is awarded, click **Edit** next to the eQuote line item.

Note: The **'UOM'**, **'Item Classification'** and **'Blanket Purchase'** fields are not editable.

Note: For NCAS Users when the eQuote service is awarded, price is set to \$1 and quantity to the dollar value indicated in the supplier's eQuote response.